

MyTax.DC.gov User Guide: How to File a Ballpark Fee Tax Return (FR-1500)

Individuals subjected to the Ballpark Fee (“feepayers”) can file a District of Columbia Ballpark Fee tax return via MyTax.DC.gov by following this step-by-step guide.



Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

I want to...

- > Pay with Credit/Debit Card

RESOURCES

Resources

I want to...

- > Go to OTR Homepage

Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

BUSINESS TEST

Welcome, John Doe

You last logged in on Friday, Sep 25, 2020 11:06:24 AM

[Manage My Profile](#)

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00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517

[Favorites](#) [Summary](#) [Action Center](#) ²⁶ [Settings](#) [More...](#)

Filter

Alcoholic Beverage

BUSINESS TEST
1001 4TH ST SW
WASHINGTON DC 20024-4517
[Action Center Items](#) ²

Account

430-000120328

Balance

\$0.00

- [> Make a Payment](#)
- [> Returns](#)
- [> View Other Options...](#)

Ballpark Fee

BUSINESS TEST
1001 4TH ST SW
WASHINGTON DC 20024-4517

Account

280-000080546

Balance

\$0.00

2a

- [> Make a Payment](#)
- [> Returns](#)
- [> View Other Options...](#)

- From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - If you do not have a MyTax.DC.gov account, click **Sign-Up to use MyTax.DC.gov** to register for an account (click here to access the “How to Sign up for MyTax.DC.gov” user guide).
- In the user profile, under **Summary**, locate your **Ballpark Fee** Account.
 - Click the **Returns** hyperlink.

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Returns

Ballpark Fee
280-000080546
BUSINESS TEST

Balance
\$0.00

[File a Back Year Return](#)

[Returns](#) [Periods](#)

Returns

Period	Return	Status
31-May-2020	FR-1500 Ballpark Fee Return	File Now
31-May-2019	FR-1500 Ballpark Fee Return	File Now

- Under the **Returns** section, click the **“File Now”** hyperlink for the return you are filing.

4 FR-1500 Return
31-May-2020
Ballpark Fee
280-000080546
BUSINESS TEST

FR-1500 Return

Return Information

	Tax Year: 2020	Ballpark Fee	BUSINESS TEST	Due Date: 6/15/2020
	Government of the District of Columbia	Form: FR-1500	Account ID: 280-000080546	Tax Period Ending: 5/31/2020

[View Form Instructions](#)

Return Information

Is this return being filed by a paid tax preparer?

Are you authorizing an individual to discuss this return with OTR?

4a	<input type="radio"/> No	<input type="radio"/> Yes
	<input type="radio"/> No	<input type="radio"/> Yes

4b

- 4. The **FR-1500** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

FR-1500 Return

31-May-2020
 Ballpark Fee
 280-00080546
 BUSINESS TEST

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FR-1500 Return



				View Form Instructions
	Tax Year: 2020	Ballpark Fee	BUSINESS TEST	Due Date: 6/15/2020
	Government of the District of Columbia	Form: FR-1500	Account ID: 280-00080546	Tax Period Ending: 5/31/2020

District Gross Receipts	5a	\$500,000,000.00
Total Amount Due		\$16,500.00

5. Enter the annual amount of **District Gross Receipts** in the space provided. The **Total Amount Due** will automatically calculate.
 - a. Click **Next**.

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FR-1500 Return
 31-May-2020
 Ballpark Fee
 280-000080546
 BUSINESS TEST

FR-1500 Return

Return Information
File the FR-1500
Payment Options

Payment Information

I would like to: *
Required

Cancel

6a

6. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

Note: You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to submit the return without making a payment. For this example, we will choose to **Pay through ACH Debit**.

- a. Click **Submit**.

FR-1500 Return

31-May-2020
 Ballpark Fee
 280-000080546
 BUSINESS TEST

FR-1500 Return



Payment Information

I would like to:

Payment Method

Type
 Direct Debit - US Bank

Bank Account Type
 Checking Savings

Routing Number *
 Required

Populate Routing Number

Account Number *
 Required

Confirm Account Number *
 Required

Save this payment method for future use
 No Yes

Payment

Amount intended to pay off a return that has been filed.

Payment Date
 25-Sep-2020

Amount
 \$16,500.00

Confirm Amount *
 Required

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7b

7a

7c

7. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. **Confirm** your **Account Number**.
 - a. If you would like MyTax.DC.gov to store your bank account information, click **Yes** beneath **Save this payment method for future use**. For this example, we selected **No**.
 - b. In the **Payment** section, your payment date will automatically populate. Enter the **Amount** of your payment and **Confirm** that amount.
 - c. Click **Submit**.

The image shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The text inside reads: 'Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct. I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of \$16,500.00. Enter your password below to electronically sign this return.' Below the text is a password input field with a red asterisk and a blue 'Required' button. A red box with the number '8' is positioned to the left of the password field. At the bottom right of the dialog are 'Cancel' and 'OK' buttons. A red box with '8a' is positioned to the left of the 'Cancel' button.

8. In the **Confirmation** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
 - a. Click **Ok**.

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records. Your request confirmation number is **0-000-057-820**. Please retain your confirmation number for future reference.

Tax Type: FR-1500 - Ballpark Fee

Filed For: 280-000080546

BUSINESS TEST

Period Ending: 31-May-2020

Balance Due: \$16,500.00

Submitted Date: 25-Sep-2020 11:57:37 AM

Contact Us:

(202) 759-1946

e-services.otr@dc.gov

Printable View

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OK

9. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.